

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
DIRECTOR OF INSTITUTIONAL EFFECTIVENESS
UNIT IF APPROPRIATE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 55 Paul J. Manafort Drive, New Britain, CT 06053
Hours:
Salary: \$73,424
Closing Date: June 11, 2012

General Knowledge: The Director of Institutional Effectiveness identifies and implement methods for improving integrity and reliability of student data; Coordinates the acquisition of institutional, instructional, and student data from internal and external sources; Works with IT Department to define data parameters for extracting information from the college and/or other databases, develops and maintains a data dictionary and a comprehensive data warehouse; Assists with the development and enforcement of standards and procedures for the storage and retrieval of institutional data from multiple data sources; Oversees the continuous development and implementation of an Instructional Effectiveness Plan by which the College measures improvement and holds itself accountable to its constituents; Develops and recommends budget for the Office of Institutional Effectiveness; Serves as the College liaison/expert in matters related to institutional effectiveness.

Preferred Skills and Ability: Through hands-on data analysis, interpretation of analysis, and preparation of reports, the Director provides support to the College's administrative decision makers to facilitate strategic planning, policy-making, resource allocations, enrollment projections, external reporting, and other processes requiring sound strategic analysis. Identifies and implements methods for improving integrity and reliability of student data; prepares customized online data queries and reports using the student information system; Provides direction and administrative management in all aspects of the Institutional Effectiveness Operation.

Special Knowledge: Recommends policies and procedures to improve the College's institutional effectiveness program; Knowledge of computer systems and software applications related to area of assignment; Knowledge of data warehouse structures and techniques and data collection in the student information system (Jenzabar); Knowledge of principles and best practices of strategic planning and accreditation standards;

Position Summary: Responsibility for the leadership and development of a comprehensive program that includes assessments, data retrieval and data management. Works under the Provost and with Academic Affairs to enhance the College plan for academic assessment by maintaining database, developing queries and reports, and creating a timetable for academic stages; Maintains current professional knowledge of applicable laws, codes, regulations, policies and objectives.

Special Experience: Proven experience in the use of statistical and database application software and programming techniques (e.g. Access, Excel, PowerPoint, SPSS); Proven ability to effectively communicate data through written and oral presentations; Supports the development and revision of Charter Oak's standardized examinations.

Substitution Allowed:

Eligibility Requirement: Master's Degree (doctorate preferred) in education research methodology, social science, or related field and a minimum of 5 years of professional experience in institutional effectiveness and/or continuous improvement, outcomes assessment, data analysis, and accreditation; preferably in an institutional research or academic affairs setting.

Interested and qualified candidates who meet the above requirements may view the complete job description and should submit a cover letter and resume at [www.chateroak.edu/AboutUs/Employment by June 11](http://www.chateroak.edu/AboutUs/Employment%20by%20June%2011)., 2012. No phone calls please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.